

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

14 FEB 1981

Mr. C. O. Starrett, Jr.
Chairman, Awards Committee
Northern Virginia Chapter
Association of Government Accountants
7902 Journey Lane
Springfield, Virginia 22153

Dear Mr. Starrett:

This is in response to your letter of 23 January 1981 to the Director of Central Intelligence seeking nominations for your five national awards in the field of financial management.

Although the Central Intelligence Agency will not submit a nomination this year, we appreciate the opportunity to consider our employees for these awards. We support your recognition of outstanding Government employees in the field of financial management and shall continue to seek qualified nominees for future awards.

Sincerely,

Harry E. Fitzwater

Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

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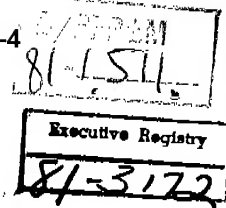
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NORTHERN VIRGINIA CHAPTER

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

7902 JOURNEY LANE • SPRINGFIELD, VA 22153



23 January 1981

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Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

The Association of Government Accountants (AGA) is a national professional organization of men and women primarily in government service in accounting, auditing, budgeting and related financial management positions.

Membership consists of officials and personnel from Federal, State, and local government agencies, and industrial, educational, and personal service organizations having an interest in government activities.

AGA's major program objectives are to:

- Unite professional financial managers in government service to perform more efficiently for their own development and for the benefit of the government.
- Encourage and provide an effective means for interchange of work-related and professional ideas.
- Aid in improving financial management techniques and concepts.

DIRECTORS

AWARDS
C. O. STARRETT, JR. (DCAA)

CHAPTER COMPETITION
B. B. OAKLEY (DOT)

CHAPTER HISTORY
GARLEN TENNEY (COMMERCE)

EDUCATION
DENNIS LUND (SBA)

MBDA
FRANCIS G. MAY (AAA)

MEETINGS
JIM DURNILL (DOT)

MEMBERSHIP
RON JOHNSON (OASA)

NEWSLETTER
MARGARET WORTHINGTON (DCAA)

PROGRAMS
JIM CURRY (DAS)

RESEARCH
RON RAAUM (GAO)

SPECIAL ACTIVITIES/BY LAWS
JOE STAAB (FAA)

PUBLICITY
ANDY HABINA (DCAA)

SPECIAL COMMITTEES

CAREER OPPORTUNITY COORDINATOR
MARC PARVIN (DCAA)

FINANCIAL MANAGEMENT ASSISTANT
ED MIGLORIE (DCAA)

LEGISLATIVE LIAISON
SOL BROCKINGTON (DOT)

Each year the Association attempts to recognize those who have made outstanding contributions in the field of financial management. Many members of the Northern Virginia Chapter hold challenging, key positions at the Federal, State, and local level. As chairman of the Chapter's Awards Committee, I seek your assistance in identifying members of your staff whom you believe meet the criteria for the five national awards explained below.

I need your nominations on or before February 27, 1981. Send them to:

C. O. Starrett, Jr.
10801 Cogswell Place
Fairfax Station, VA 22039

Once again, thank you.

Sincerely,



C. O. STARRETT, Jr.
Chairman, Awards Committee

Attachments 6

1. Robert W. King - established in honor of the Association's founding president, made to a member of the Association for distinguished service of such significance as to have importantly enhanced the Association's national prestige and stature.
2. Distinguished Leadership Award - conferred on individuals in government service (Federal, State, and Local) who have provided sustained outstanding leadership in financial management over a period of years, resulting in a notable contribution to financial management.
3. Achievement of the Year Award - according recognition for leadership or outstanding achievement in developing, implementing, or improving financial management in government (Federal, State, and Local).
4. Chapter Service Award - made to an AGA member for outstanding contributions to the development and enhancement of a chapter, bringing substantive recognition and credit to chapter activities.
5. Special Achievement Award - according recognition to midlevel professionals who have made notable contributions to financial management.

Detailed criteria for each of these awards and instructions for submitting nominations are provided in the attachments. The Robert W. King Award, Chapter Service Award, and Special Achievement Award are restricted to individuals who are members of the Association. A listing of AGA members in the Northern Virginia Chapter who are employees of your organization is attached (Atch 6). The other two awards, which emphasize government service contributions at Federal, State, and Local levels, are open to all individuals meeting the award criteria whether or not they are members of the Association.

You may receive requests for nominations from other AGA chapters in the Greater Metropolitan Washington, DC area. Our regional procedures provide for coordinating among the chapters to assure that one nominee is not selected for the same award in two or more chapters.

As a Federal management executive, you no doubt appreciate the importance of sound financial management practices. Moreover, members of your staff may be deserving of recognition for the contributions to your organization's objectives. The time and effort associated with identifying and nominating staff members for one of the awards may serve to promulgate the effective procedures and techniques employed by your financial management team. Please accept my sincere appreciation for the time and effort you expend identifying and nominating worthy candidates.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

ROBERT W. KING MEMORIAL AWARD

<u>Purpose</u>	For eminent service to the Association.
<u>Number to be Awarded</u>	One.
<u>Criteria</u>	Eminent service will be considered on a broad basis as any act, achievement, or service, other than as a paid employee of the Association, that: (a) enhanced the prestige of Association of Government Accountants; (b) enabled Association of Government Accountants to render greater service to its membership; or (c) brought honor to Association of Government Accountants in any form.
<u>Eligibility</u>	Any member of Association of Government Accountants except Chapter Officers at the time the award is approved.
<u>Nomination Format</u>	<u>Biographical Sketch of Nominee</u> --A brief statement of the nominee's education and experience. Include home address. <u>Description of Accomplishment</u> --This should include: * Its objectives and significance; * Methods used; * Its relation to previous work attempted in this field, if any; * Its impact; and * Results--both achieved and anticipated. <u>Citation</u> --Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

Attachment 1

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

DISTINGUISHED LEADERSHIP AWARD

Purpose

The purposes of this award are:

- * To formally recognize government employees who have demonstrated sustained outstanding leadership and notable contribution to Financial Management.
- * To encourage increased interest, growth, development and distinctive leadership in the field of Financial Management.

Number to
be Awarded

Normally one.

Criteria

Outstanding leadership must have been sustained over a period of years and must have been demonstrated both on the job and by significant contribution to the profession.

Factors to be considered are:

- (1) Innovative thinking;
- (2) Notable authorship;
- (3) Creative research;
- (4) Exceptional efficiency;
- (5) Marked initiative that has resulted in important savings or effectiveness in use of money, time, materials, personnel, or equipment; and
- (6) Distinctive activity which evidences the highest traditions of professionalism.

Eligibility

Employees of the Government at the time the award is conferred. Nominees do not have to be members of the Association.

Nomination
Format

Biographical Sketch of Nominee--The nomination should include the nominee's name, position, title and grade, home mailing address, education, and any other pertinent background information that will assist in evaluating the nominee's achievement.

Description of Accomplishment--Describe in specific terms the work or contribution for which the nomination is being

Attachment 2

submitted. The basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

- * Its objectives and significance;
- * Method used;
- * Its relation to previous work attempted in this field, if any;
- * Names of any cooperating individuals, departments, or agencies; and
- * Its impact: whether internal-agency, multiagency, or Government-wide. Also cover its impact outside the Government, if applicable.

Results--Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.

Citation--Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

ACHIEVEMENT OF THE YEAR AWARD

Purpose

To accord recognition for leadership or outstanding achievement in developing, implementing, and improving financial management in government service.

Number to
be Awarded

One.

Criteria

The award will be generally limited to accomplishments in the immediately preceding calendar year.

In selecting a candidate for an award, the Awards Committee will give consideration to accomplishments which relate to improved management planning and control techniques and better use of information. Examples are:

- (1) Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective operations at any level of agency activity.
- (2) Developed and initiated a comprehensive system for the overall audit of major program activities.
- (3) Developed or implemented a comprehensive financial management training program.
- (4) Initiated or developed an automatic data processing system to meet financial and statistical reporting needs.
- (5) Conducted a complete functional analysis of operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.
- (6) Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.

Attachment 3

Eligibility

Any person employed in Government service at the time the work being recognized was performed, but need not be a member of the Association of Government Accountants.

Nomination
Format

Biographical Sketch of Nominee--The nomination should include the nominee's name, position title and grade, home mailing address, education, and any other pertinent background information that will assist in evaluating the nominee's achievement.

Description of Accomplishment--Describe in specific terms the work or contribution for which the nomination is being submitted. The basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- * Its objectives and significance;
- * Methods used;
- * Its relation to previous work attempted in this field, if any; and
- * Its impact: whether internal-agency, multiagency, or Government-wide. Also cover its impact outside the Government, if applicable.

Results--Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanding services, decreased time requirements and increased management capabilities.

Citation--Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

CHAPTER SERVICE AWARD

Purpose To recognize nominees who, as determined by the Awards Committee, have made the greatest contribution to an AGA Chapter.

Number to be Awarded One.

Criteria Eligible nominees will have made (a) consistently important contributions to the development and enhancement of a chapter over long periods of time, and/or (b) distinguished or spectacular contributions to a chapter during the year of nomination. These would be individuals, who for example, were the prime movers in establishing new chapters, creating resurgence in old chapters, developing innovative programs, promoting significantly increased attendance and participation, bringing substantive recognition and credit to chapter activities, or substantially improving communications with chapter members.

It is to be stressed that the award is for service to a chapter and that national committee work and holding of a national office are not factors in consideration for this award. Such activities are already recognized through other awards.

Eligibility All chapter members are eligible for nomination regardless of whether employment is within or outside of government. The nominee must be an active member of AGA, in good standing during the fiscal year of nomination, and a member of the nominating chapter for at least six months of that year.

Nomination Format The following information should be provided:

Name of Nominee

Address

Chapter Offices Held--Show appointive, as well as elective offices, and committee activities in descendant order from the current date to beginning; include offices held in the NOVA Chapter and other chapters.

Description of Contribution to the Chapter--This should be a narrative description and is the heart of the information on which the selection of the award will be based. While not intended in any way to limit the types of contributions, we expect those contributions which partially lend themselves to objective measurement will be quantified, both numerically and as a ratio. For example, contributions in terms of membership retentions, meeting attendance increases, membership increases, gains in membership by State and Local officials, and the like will be expressed in terms of the absolute number of the increase and the percentage relationship to the base. The nominee's role in bringing about such improvements must be clearly identified. Those contributions not lending themselves to quantification should be supported by specific, rather than generalized, information and should include examples of other data which will permit objective evaluation of these contributions.

Citation--Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

SPECIAL ACHIEVEMENT AWARD

<u>Purpose</u>	To accord national recognition to midlevel professionals who have received an AGA chapter award or notable contributions toward improving financial management. It is hoped that this recognition will spur others to deliver equal achievements early in their career.
<u>Type and Frequency</u>	Plaque and formal citation to be presented annually at the Association's National Symposium.
<u>Number to be Awarded</u>	One to three--to allow flexibility in recognizing several outstanding submissions.
<u>Criteria</u>	<p>The awards will be generally limited to accomplishments in the immediately preceding calendar year.</p> <p>Improved financial management in Federal, State, and Local government can be achieved in many varied and unanticipated ways. To afford the broadest representation of accomplishments, in consonance with the stated purpose of these awards, no specific limiting criteria are established. In selecting candidates, however, nominators should give consideration to contributions resulting from innovative and imaginative techniques. The contribution need not involve comprehensive or over-all organization-wide accomplishments but should be the result of the nominee's individual initiative.</p>
<u>Eligibility</u>	Any member of AGA who was under the age of thirty-five at the end of the preceding calendar year.
<u>Nomination Format</u>	<p><u>Biographical Sketch of Nominee</u>--A brief statement of the nominee's name, position title and grade, home address, date of birth, education and experience.</p> <p><u>Description of Accomplishment</u>--Should include:</p> <ul style="list-style-type: none">* Objectives and significance;* Methods used;* Relation to previous work attempted in this field, if any;* Impact, within and outside the nominee's own agency; and* Results--both achieved and anticipated
<u>Citation</u>	Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

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